

Maryland State Department of Education/Office of Child Care
Child Care Subsidy Program
APPLICATION/REDETERMINATION FOR CHILD CARE

Return To:

I. Applicant Name:					Social Security Number (optional):					
Address: Street		Apt Number		City		State		Zip Code		
Mailing address, if different:										
Telephone Number:		Marital Status:		Date of Birth:		Race:				
II. Spouse (Other Parent) or Relative Caretaker's Name:					Social Security Number (optional):					
Telephone Number:		Marital Status:		Date of Birth:		Race:				
III. 1) Do you receive Temporary Cash Assistance (TCA)? <div style="float: right;">1) <input type="checkbox"/> Never</div> <div style="clear: both;"></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> a. <input type="checkbox"/> Yes. When did you start getting TCA? b. <input type="checkbox"/> Not any more. When did you stop getting TCA? c. <input type="checkbox"/> No. I applied in the last 30 days. </div> <div style="width: 35%;"> 1a) _____ 1b) _____ </div> </div> 2) Does a minor parent reside in the home? 2) <input type="checkbox"/> Yes <input type="checkbox"/> No 3) Are you a relative caretaker (not the mother or father)? 3) <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> a. If yes, how are you related to the child(ren)? b. Do you receive TCA for the child(ren)? c. Number of related children in your custody? </div> <div style="width: 35%;"> 3a) _____ 3b) <input type="checkbox"/> Yes <input type="checkbox"/> No 3c) _____ </div> </div> 4) Does your child attend a Head Start program? 4) <input type="checkbox"/> Yes <input type="checkbox"/> No										
IV. Activity Information										
Your Activity					Spouse/Other Parent /Activity if in the Household					
Name of school or employer: _____					Name of school or employer: _____					
Address of school or employer: _____					Address of school or employer: _____					
Telephone number: _____					Telephone number: _____					
Days and hours of your activity: _____					Days and hours of your activity: _____					
Start and end dates of activity: _____					Start and end dates of activity: _____					
V. Child Information (List all child(ren) in household under 13 years old)										
Complete this section for each child for whom child care is needed. Use the codes below to complete the Citizenship, Race and Ethnicity columns. Enter each code that applies, using at least one code for each child. Enter either "Yes" or "No" in the Disabled column to indicate if the child has a disability. Citizenship/Immigration Code: 1=United States Citizen, 2=Permanent Resident, 3=Asylee, 4=Alien granted conditional entry, 5=Parolee 1 year or more, 6=Alien whose deportation is withheld, 7=Refugee, 8=Battered alien spouse, child, or parent of child(ren) Social Security Number: Optional-not required for any household members Ethnicity Codes: 1=Yes/Hispanic or Latino, 2=No/Hispanic/Latino Race Codes: 1=American Indian/Alaskan Native, 2=Asian, 3=Black/African American, 4=Native Hawaiian/Pacific Islander, 5=White										
Last	Name First	Citizen-ship/ Immi-gration Status	SSN	DOB	Eth-ni-city	Sex	Race	Dis-abled	Days & Hours of Care	Type of Care (Registered Home, Licensed Center or Informal)
Example: Doe	Jane	2	111-22-3333	4/4/04	1		5	Yes	M-F 8	Informal

VI. Other Household Members							
Last	Name First	Social Security Number	Date of Birth	Race	Sex	Relationship to you	Name of school or employer

VII. Income Information			
Complete those which apply to household members:			
GROSS SALARY	\$ per	\$ per	\$ per
TCA	\$ per	\$ per	\$ per
CHILD SUPPORT	\$ per	\$ per	\$ per
OTHER	\$ per	\$ per	\$ per
TOTAL UNIT INCOME:		HOUSEHOLD SIZE:	DATE COMPLETED:
Do you receive Housing Assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you receive Food Stamps? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Attach proof of all income for: applicant, spouse, other parent in home, parents of minor parent, adult and spouse with physical custody of minor child.			

VIII. Child Support Information	
1) Are you receiving child support for all children in your household who are eligible for child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Have you applied for child support for all children in your household eligible to receive child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) Do you claim good cause for not pursuing child support for any child in your household eligible for child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you claim good cause, you are required to give proof of your claim. The POC case manager will send you information and a form to help you with your claim.</i>	
<p>Your application gives us information about whether you are eligible for benefits and services. These benefits are provided at public expense and you must give true information. It may be verified with public and private agencies and businesses. You must report any changes to the information provided on this form within 10 days of the change. If you knowingly give false information or willfully fail to report changes you may be subject to disqualification and to the penalties listed below.</p> <p>Article 27, 230A of the Annotated Code of Maryland states that:</p> <p>(a) Any person who fraudulently obtains, attempts to obtain, or aides another person in fraudulently obtaining or attempting to obtain money, property, food stamps, medical care, or other assistance to which he is not entitled, under a social, health, or nutritional program based on need, financed in whole or in part by the State of Maryland, and administered by the state or its political subdivisions is guilty of a misdemeanor. For purpose of this section, fraud shall include:</p> <p style="margin-left: 20px;">(1) willfully making a false statement or representation; or</p> <p style="margin-left: 20px;">(2) willfully failing to disclose a material change in household or financial condition; or</p> <p style="margin-left: 20px;">(3) impersonating another person.</p> <p>(b) Upon conviction, after notice and the opportunity to be heard as to the amount of payment and how the payment is to be made, the person shall make full restitution of the money, property, food stamps, medical care or other assistance unlawfully received, or the value thereof, and shall be fined not more than \$1,000 or imprisoned for not more than three years, or both fined and imprisoned.</p> <p>Consent to release information:</p> <p>I hereby authorize the Maryland State Department of Education Child Care Subsidy Unit (MSDE/CCS), the Maryland State Department of Human Resources Office of Inspector General (DHR/OIG) or any entities authorized by MDSE to contact, review and obtain records maintained by any person, partnership, corporation, association, or governmental agency for the purpose of establishing proof of my eligibility for CCS benefits. This includes but is not limited to: employment, financial (including bank records), school/educational, rental/housing and Maryland Stated Income Tax records. By signing below, I certify that I am the undersigned, and that I am competent to consent to this release of information. A photocopy of this form is as valid as the original.</p>	
Parent Signature	Date
Signature of Other Parent/Spouse in the Household/Parent of Minor Child	Date
Case Manager Signature	Date
Supervisor Signature	Date